

This is your 1st Renewal Notice. You may renew online starting November 1

LICENSE RENEWAL
1st NOTICE



ARKANSAS STATE
BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS
AND PROFESSIONAL SURVEYORS

OPEN IMMEDIATELY!
IMPORTANT BIENNIAL RENEWAL INFORMATION ENCLOSED

ONLINE RENEWALS AVAILABLE NOVEMBER 1, 2013
www.pels.arkansas.gov

RENEWAL DEADLINE DECEMBER 31, 2013!

ARKANSAS STATE BOARD OF
LICENSURE FOR PROFESSIONAL
ENGINEERS AND PROFESSIONAL SURVEYORS
PO BOX 3750
LITTLE ROCK, ARKANSAS 72203

Prsrt Standard
U.S. Postage
Paid
Little Rock, AR
Permit No. 207



THIS IS YOUR LICENSE RENEWAL NOTICE!

Online License Renewal System will be available November 1, 2013!

OR


See instructions below for alternative renewal options.

Fees are due by December 31, 2013, late penalties will be imposed on January 1, 2014. Fees increase by 50% between January 1 and February 28 and 100% March 1 or after. See Article 9 of the Rules under Rules/Regs/Standard at www.pels.arkansas.gov for further information regarding fees and Article 20 regarding PDH requirements.

RENEWALS PROCESSED ONLINE WILL NO LONGER BE CHARGED A TRANSACTION FEE!

ONLINE RENEWAL INSTRUCTIONS HAVE CHANGED!!!!

Needed: Internet access

- Renewal of your individual or firms license requires a unique Username & Password for PELS which you create. This is different from the prior renewal process which used your License number, type and birthdate or if firm, company ID. Separate Usernames/passwords may be required if you wish to renew licenses for an individual OR the firms Certificate of Authorization.
 - Debit/Credit Card (Visa, MasterCard, American Express, Discover) or echeck
1. Access - PELS at <https://pelslicensing.arkansas.gov/>
 2. Login - with your Username and Password for the license you wish to renew
 3. Select the license type you wish to Renew:
(NOTE IF YOU SEE "NO RECORD FOUND", STOP AND CALL OUR OFFICE FOR FURTHER ASSISTANCE!!)

 - a. EI or PE licensees, click – "License & Application information"
 - b. Certificate of Authorization, click – "Certificate of Authorization"
 4. Click – "Renew" next to the license you are renewing and follow the instructions until you come to the Confirmation/Transaction page.
 5. Your Renewal is complete upon receipt of your Transaction Number and License Sheet with your new expiration date.
 6. Print or save the confirmation page which is emailed to you as this is your receipt

You may renew online
thru June 30, 2014



**LICENSE SHEETS
ARE ON THE
CONFIRMATION
PAGE AND IN YOUR
EMAIL RECEIPT!**

If you'd like a printed renewal notice mailed to you, tear off and return the pre-printed postcard below to the Board's office no later than December 10. This will insure the printed renewal notice reaches you prior to the renewal deadline of December 31. No printed renewal form will be mailed unless we receive the postcard below. Or to obtain a blank form, visit our website, click on "Applications & Forms", then "Other Engineer Forms" and scroll to the bottom.



Advantages to renewing online:

- Immediate confirmation and receipt!
- Ability to print your own License Sheet with your updated expiration date!
- No concern about incorrect fees!
- Save time!
- Paperless updating of contact/mailling information

AR Board of Licensure for PE's & PS's
PO Box 3750
Little Rock, AR 72203-3750